

**ADMINISTRATIVE-INTERNAL USE ONLY**

4 November 1981

Classification Review Procedure

81-14

Rescinds: CRP 79-38

Reference: CRP 80-15  
CRP 80-16  
IMP 05-81 (available in OPS Branch)

Handling of TOP SECRET Documents Located in Agency Files

When records are received from Agency Archives and Records Center (AARC) for review, each TOP SECRET document should have attached to it a Form 26 (Control and Cover Sheet for Top Secret Documents) or Form 38-13 (Signature Record and Cover Sheet). CRD personnel are responsible for notifying the Agency Top Secret Control Officer of any change of classification on Top Secret documents, which are CIA controlled. In addition, CRD is in a unique position to provide a valuable service to the various component Top Secret Control Officers, who may be unable to locate all TS documents through present records. The following procedures, therefore, will apply:

a. If the document is declassified or downgraded:

(1) After stamping and reviewing the document, the reviewer should remove the green cover sheet, stamp it with the review action stamp and the job/box/folder locator stamp, make a copy of the cover sheet, and give both the green cover sheet and the copy to the branch Intelligence Assistant (IA).

(2) The IA forwards the green cover sheet to the Agency Top Secret Control Officer and the copy to the component TSCO.

(3) If the green cover sheet contains substantive information, make a second copy and attach it to the document. Initialing of the routing sheet does not constitute substantive information.

(4) If the green cover sheet is missing, make two copies of the first page of the document showing the review action stamp. Stamp these copies with the job/box/locator stamp and give them to the IA for forwarding to the Agency TSCO and component TSCO in place of the green sheet and its copy.

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b. If the document maintains its TOP SECRET classification: Some TOP SECRET documents cannot be downgraded or declassified because of content or the fact that they were created by another agency or government. In such cases the green cover sheet will remain with the document. (See CRP 80-16 for the handling of documents created by other government agencies and CRP 80-15 for the handling of foreign government documents.)

(1) The reviewer stamps both the document and the green cover sheet with the review action stamp, filling in all information on both.

(2) The reviewer makes a copy of the cover sheet, stamps the copy with the job/box/locator stamp, fills in the data and any information missing from the cover sheet (such as the document number), and gives the copy to the Information Control Assistant.

(3) The Information Control Assistant will forward the copy to the appropriate component TSCO with the notation that this document was located during the systematic review.

(4) If the green cover sheet is missing, the reviewer takes the document to the Information Control Assistant, who is also the Area Top Secret Control Officer for OIS (TSCO/OIS). TSCO/OIS supplies a cover sheet and records the document in the proper TS control channel, using the TS number on the document or issues a TS control number.

c. Special handling for TS documents found in DO files:

(1) Top Secret documents found in DO records are to be handled in accordance with paragraph 1 if they can be declassified or downgraded.

(2) Agency TOP SECRET documents that are Agency numbered and controlled which cannot be downgraded or declassified are removed from the file after review, and the review action and the locator stamps is placed on the cover sheet and filled in. A copy of the cover sheet is put in the file in place of the removed document with a statement telling where the document was sent. The original cover sheet with the document attached is given to the Information Control Assistant for forwarding to the TSCO/DO, located in room 1D15, Headquarters. Other agency or foreign government documents are reviewed for CIA equities and so marked. These documents remain a part of the file. (See IMP 05-81 for additional details on handling TOP SECRET documents located in DO files.)



Chief, Classification Review Division

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